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District Municipality

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FRAMEWORK AND PROCESS PLAN

IDP REVIEW 2020-2021

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1. Introduction

Section 25 (1) of the Local Government: Municipal Systems Act 32 of 2000 stipulates that 'each municipal council must, within a prescribed period after its elected term, adopt a single, inclusive and strategic plan for the development of the municipality'. The above section also mentions that an Integrated Development Plan has the following functions:

(a) Links, integrates and coordinates plans and takes into account proposals for the development of the municipality;
(b) Aligns the resources and capacity of the municipality with the implementation of the plan;
(c) Forms the policy framework and general basis on which annual budgets must be based;
(d) Complies with the provisions of this Chapter (chapter 5 of the above Act); and
(e) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of section 34 of the Municipal Systems Act, a municipal council –

(a) must review its integrated development plan –
    (i) annually in accordance with an assessment of its performance measurements in terms of section 4(i), and
    (ii) to the extent that changing circumstances so demand, and
(b) may amend its integrated development plan in accordance with a prescribed process.

Preparation of the IDP/Budget and its review must follow certain processes, procedures and institutional arrangements referred to as IDP Framework Plan in regard to district municipalities and as IDP process plan applicable to all municipalities. In terms of the District Municipalities, Section 27 of the Municipal Systems Act stipulates that a Framework (plan) must be adopted for the whole area. The Framework Plan binds the district and its local municipalities (LM's) and must at least:

(a) identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;

(b) identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;

(c) specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and

(d) determine procedures: for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and to effect essential amendments to the framework.

Thus the district Framework guides the process plans of the local municipalities in the whole district area as well as identifying the relevant legislation, principles and matters of alignment among the District and the local municipalities. The framework plan must be agreed upon by both local municipalities and district municipality. It is therefore against these requirements that it is important to develop the IDP Review framework or approach to ensure coordination and alignment in the whole IDP review process.

The Municipal Systems Act (Section 28 and 29) regulates the preparation of an IDP Process Plan to ensure compliance with certain minimum quality standards of the IDP process and that proper coordination between and within spheres of government occurs within this process. The preparation of a Process Plan, which essentially is the IDP Process set in writing, requires adoption by Council and includes the following:

- A program specifying the time frames for the different planning steps.
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role-players in the IDP drafting process.
- An indication of the organizational arrangements for the IDP process.
- Legally binding plans and planning requirements to be met within the context of the IDP and the IDP process.
- Mechanisms and procedures for vertical and horizontal alignment.

Moreover, Municipal Finance Management Act No 56 0f 2003 (MFMA) Section 21 states that the Mayor of a municipality must at least 10 months before the start of the financial year table in the municipal council a time schedule outlining key deadlines for preparation; tabling and approval of the annual budget and the annual review of the IDP/Budget.

This document presents the framework and the process that will be followed during the compilation of the IDP/Budget for IDP review of 2018-2019. The framework plan and process plan are here combined into one for ease of reference as they are both required for the District.

The document outlines the process's legislative framework; plans and planning requirements, organizational structures responsible for the implementation of the process plan and management of the IDP/Budget processes; mechanisms and procedures for community participation and the key deadlines of the activities that are leading to the approval of the IDP/Budget.

2. Improvement on the IDP/Budget Process

Learning from the past experience, it is important to review the Framework and Process Plan to determine areas that may need improvement and adjustment. It is therefore important to highlight institutional issues, process issues and content issues that the review process should incorporate to ensure that IDP process is:

- Strategic
- Implementation oriented
- Participatory
- Integrated

Based on the above, this process may include issues such as:

2.1. Institutional issues

- This might include revisiting the nature and terms of reference of existing IDP structures to ensure their functionality.
- Process issues include looking at the overall events and processes as they transpired during the IDP process. This also includes mechanisms to ensure co-ordination and overall alignment process.

2.2. Content issues

- Creation of strategies to tackle new challenges
- Improved in-depth analysis of priority issues
- Improving content of project proposals and identification.
- Reprogramming and reprioritizing projects based on improved information and availability of funding.
- Sector plans and integrated programs reviewed and improved.

3. Legislative Framework

The following are the legislative frameworks, policies and planning requirements that have in one way or another an implication for IDP/Budget processes:

- Local Government: Municipal Systems Act(MSA), No. 32 of 2000
- Municipal Planning and Performance Management Regulations, 2001
- Municipal Finance Management Act, No.56 of 2003
- The Constitution of the Republic of South Africa (Act 108 of 1996)
- Water Services Act No. 108 of 1997
- White Paper on Local Government (1998)
- Spatial Planning and Land Use Management Act No.16 of 2013
- Local Government: Municipal Structures Act (Act 117 of 1998) and its amendments
- Local Government: Municipal Property Rates Amendment Act No. 29 of 2014
- Land Use Management Bill of 2008
- Housing Act (107 of 1997)
- National Environmental Management Act
- Environmental Conservation Act
- Town planning and township ordinance 15 of 1986
- National House of Traditional Leaders Amendment Act No. 22 of 2009
- Intergovernmental Relations Framework Act, No. 13 of 2005
- Disaster Management Amendment Act, No 16 of 2015
- Public Finance Management Act, No. 1 of 1998
- Skills Development Act, No.97 of 1998
- Rental Housing Amendment Act, No. 35 of 2014
- National Water Act, No. 36 of 1998

Chapter 5, Section 26 of the MSA indicates the core components of an IDP and that such an IDP must reflect the following:

- The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs.
- An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services.
- The council's development priorities and objectives for its elected term, including its local economic development and internal transformation needs.
- The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements that are binding on the municipality in terms of legislation.
- A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality.
- The council's operational strategies.
- Applicable disaster management plans.

- A financial plan, which must include a budget projection for at least the next three years.
- The key performance indicators and performance targets determined in terms of Section 41 of the MSA.

4. Plans and planning requirements on the District and local municipalities

As required by Section 27 (2) of the Municipal Systems Act (2000), the framework must identify plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities. National and provincial government spheres have developed plans that require integration into municipal IDPs. Below are summaries of key national and provincial development plans to be considered in the District and local IDPs.

4.1 National Development Plan

The main aim of National Development Plan (NDP) is to eliminate poverty and reduce inequality by 2030. The National Development Plan has strategies outlined according to following areas, which should be considered by municipalities for alignment. The following strategies are more relevant to SDM and its family of local municipalities – particularly water and sanitation as SDM is a Water Services Authority (WSA) and Water Services Provider (WSP).

Water and sanitation management strategies proposed:

- Establish a national water-resources infrastructure agency

The Department of Water Affairs has identified the actions necessary to reconcile the water demands of major urban and industrial centres with potential supplies up to 5 2030. These plans need to be translated into well timed investment programmes to avoid supply constraints. Large investments in regional systems could be undertaken by a national water-resources infrastructure agency, perhaps modelled on the South African National Roads Agency Limited.

This agency would build on the foundation provided by the Trans-Caledon Tunnel Authority, which is already supporting implementation of several large projects, and help to resolve the organisational challenges faced by the department's Water Trading Entity. However, the national government, through the Department of Water Affairs, should continue to lead the planning process, reviewing these programmes every five years to ensure coordination with other long-term economic and infrastructure plans.

- Reduce demand

Reducing growth in water demand is just as important as increasing its supply. Current planning assumes it will be possible to achieve an average reduction in water demand of 15 percent below baseline levels in urban areas by 2030. Detailed targets have been set for different areas. Achieving demand reductions on this scale will require programmes to reduce water leakage in distribution networks and improve efficient domestic and commercial water use.

The Commission proposes running a national programme to support local and sectoral initiatives to reduce water demand and improve water-use efficiency. Demand-management projects with merit should be given priority and regarded as being on par with water-supply expansion projects in terms of importance.

- Manage agricultural use better

Agriculture uses the largest volume of water (even though agricultural water supplies are less reliable than those supplied to urban and industrial users). The farming sector will have to increase its water efficiency to improve production and allow for water to be transferred to new users in water scarce areas, to compensate for the expansion of irrigated agriculture, which has high job-creation potential. The Commission proposes a dedicated national programme to provide support to local and sectoral efforts to reduce water demand and improve water-use efficiency. Water-saving and demand-management projects should be considered as part of the overall range of water supply investment programmes. These can be compared with supply expansion projects, and should be prioritised accordingly, based on their merits.

- Investigate water reuse and desalination

There is already extensive indirect reuse of water in inland areas, where municipal and industrial waste water is reintroduced into rivers after treatment. However, there is considerable scope for further water reuse. Many municipalities lack the technical capacity to build and manage their wastewater treatment systems. As a result, a regional approach to wastewater management may be required in certain areas. Water infrastructure investment should include projects to treat and reuse water, selected on their merits. Research into water reuse and desalination and the skills to operate such technology should be developed, perhaps under the auspices of a national water-resource infrastructure agency (discussed below) or the Water Research Commission.

Agriculture and agro-processing strategy proposals

- Substantial investment in irrigation infrastructure, including water storage, distribution and reticulation throughout the country where the natural resource base allows, as well as in water-saving technology. A 50 percent increase in land under irrigation would cost R40 billion in off-farm infrastructure over a 10-year period.

- Greater investment in providing innovative market linkages for small-scale farmers in communal and land-reform areas.

- As part of comprehensive support packages for farmers, preferential procurement mechanisms to ensure that new agricultural entrants can also access these markets.

- Tenure security. Farmers will only invest in these areas if they believe that their income streams from agriculture are secure. Tenure security will secure incomes for existing farmers at all scales, for new entrants into agriculture, and for the investment required to grow incomes.

- Technology development. Growth in agricultural production has always been fuelled by technology, and the returns to investment in agricultural research and development are high.

- Policy measures to increase intake of fruits and vegetables, and reduce intake of saturated fats, sugar and salt, as recommended in the South African food dietary guidelines, to accompany strategies to increase vegetable and fruit production.

- Exploration of innovative measures, such as procurement from small-scale farmers to create local buffer stocks and community-owned emergency services.

Minerals cluster strategy proposals

- Address the major constraints impeding accelerated growth and development of the mining sector in South Africa.
- Develop, deepen and enhance linkages with other sections of the economy. This includes: linkages with both manufacturers of inputs (capital goods and consumables) and suppliers of mining-related services; and downstream producers, especially for platinum-group metals and chrome ore. In this regard, an export tax could be considered.
- Provide focused research and development support to enable improved extraction methods that lengthen mine life; better energy efficiency and less water intensity; and alternative uses of South Africa's extracted minerals, especially platinum-group metals, titanium and others that have potential for application in new energy systems and machinery.
- Identify opportunities to increase regional involvement and benefit in the whole minerals cluster. This could include encouraging the establishment and development of alternative providers of partially processed intermediate inputs in other countries in the region.
- Ensure active engagement on, and resolution to, issues raised through the Mining Industry Growth and Development Task Team process.
- Improve alignment of mining charter requirements to ensure effectiveness in local communities.

Construction and infrastructure

- Address government's ability to spend its infrastructure budget, particularly with regard to project-management capacity, long-term planning, and monitoring and evaluation of both expenditure patterns and construction work.

- Support the civil construction and the supplier industries in their export efforts – with the establishment of a Financial Centre for Africa, and more support in commercial diplomatic relations.
- Intensify support to supplier industries such as building supplies, steel, glass and cement.
- Create conditions for a less cyclically volatile industry by emphasising numerous, smaller scale, regionally dispersed projects to address backlogs, which are more accessible to smaller firms and new entrants.
- Expand public funding for alternative types of low-income housing that would generate more demand directly and in supplier industries.
- Promote a simultaneous focus on more energy-efficient buildings and building techniques to reduce demands on electricity supply in the longer term. Home insulation and the installation of solar water heaters are labour-intensive activities that have strong backward linkages to supplier industries.

Tourism and culture

Emphasis will be placed on increasing the total number of tourists entering the country, and the average amount of money spent by each tourist.

Ease of doing business, as well as availability of appropriate levels of tourism infrastructure (particularly transport, tourism offerings/ products and accommodation), will play an important role in attracting different types of tourists.

Foreign business tourists arriving by air generate the most significant multipliers. South Africa will be positioned as the business and shopping centre for the region.

South Africa can do more to develop the region as an international tourist destination by emphasising the broader biodiversity, cultural diversity, scenic beauty and range of tourism products, and making it easier for tourists to travel between countries in the region. A Schengen-type visa for the region will be considered.

Principles for Spatial Development

All spatial development should conform to the following normative principles: spatial justice, spatial sustainability, spatial resilience, spatial quality, spatial efficiency,

4.2 National Spatial Development Perspective (NSDP)

The National Spatial Development Perspective (NSDP) (Presidency, 2006) is the primary spatial lens through which policymakers view socio-economic development in the country as a whole. It presents a wide variety of socio-economic trends emerging in South Africa, and then draws inferences about how that emerging space economy should affect public investment (expenditure) in the immediate future.

The NSDP indicates that each spheres of government has its own distinct development tasks and related planning frameworks corresponding to the scale of operations and the area of jurisdiction. For these frameworks to be coordinated and strategically aligned, each sphere will have to adopt the NSDP methodology and approach.

4.3 National Infrastructure Plan

The purpose of National Infrastructure Plan (NIP) is transform economic landscape while simultaneously creating significant numbers of new jobs, and to strengthen the delivery of basic services. The plan also supports the integration of African economies. The NIP has 18 strategic infrastructure plans, few of which are relevant to local government as stated below:

SIP 18: Water and sanitation infrastructure

SIP 11: Agri-logistics and rural infrastructure

SIP 6: Integrated municipal infrastructure project

SIP 10: Electricity transmission and distribution for all

SIP 1: Unlocking the northern mineral belt with Waterberg as the catalyst

4.4 The Medium-Term Strategic Framework (MTSF) (2014-2019)

The MTSF is an implementation tool of the NDP and serves as a backdrop to guide planning and budgeting across the three spheres of government.

The MTSF for 2014-2019 is structured around 14 priority outcomes which cover the focus areas identified in the NDP and Government's electoral mandate, namely:

1. Quality basic education
2. A long and healthy life for all South Africans
3. All people in South Africa are and feel safe
4. Decent employment through inclusive growth
5. A skilled and capable workforce to support an inclusive growth path
6. An efficient, competitive and responsive economic infrastructure network
7. Vibrant, equitable, sustainable rural communities contributing towards food security for all
8. Sustainable human settlements and improved quality of household life
9. Responsive, accountable, effective and efficient local government
10. Protect and enhance our environmental assets and natural resources
11. Create a better South Africa and contribute to a better Africa and a better world
12. An efficient, effective and development-oriented public service
13. A comprehensive, responsive and sustainable social protection system

14. A diverse, socially cohesive society with a common national identity

Outcome 9 is the key responsibility of municipalities.

4.5 Limpopo Development Plan (LDP) 2015-2019

The purpose of the Limpopo Development Plan (LDP), 2015-2019, is to:

- Outline the contribution from Limpopo Province to the NDP and national MTSF[1] for this period,
- Provide a framework for the strategic plans of each provincial government department, as well as the IDP's and sector plans of district and local municipalities,
- Create a structure for the constructive participation of private sector business and organised labour towards the achievement of provincial growth and development objectives, and
- Encourage citizens to be active in promoting higher standards of living in their communities.

The main development targets for the LDP, which are relevant to municipalities are summarised below:

- Limpopo's Growth Trajectory Scenario (Current MTSF) at 3%
- Create 429 000 jobs by 2020
- Reduction of official unemployment rate from 16.9% in 2014 to 14% by 2020. (Expanded unemployment rate from 30.9% in 2014 to less than 33% by 2020)
- Improve access to basic services (water) from 83% in 2014 to 90% by 2020
- Improve access to electricity supply from 83% in 2014 to 90% by 2020
- Improve access to sanitation from 43% in 2014 to 50% by 2020

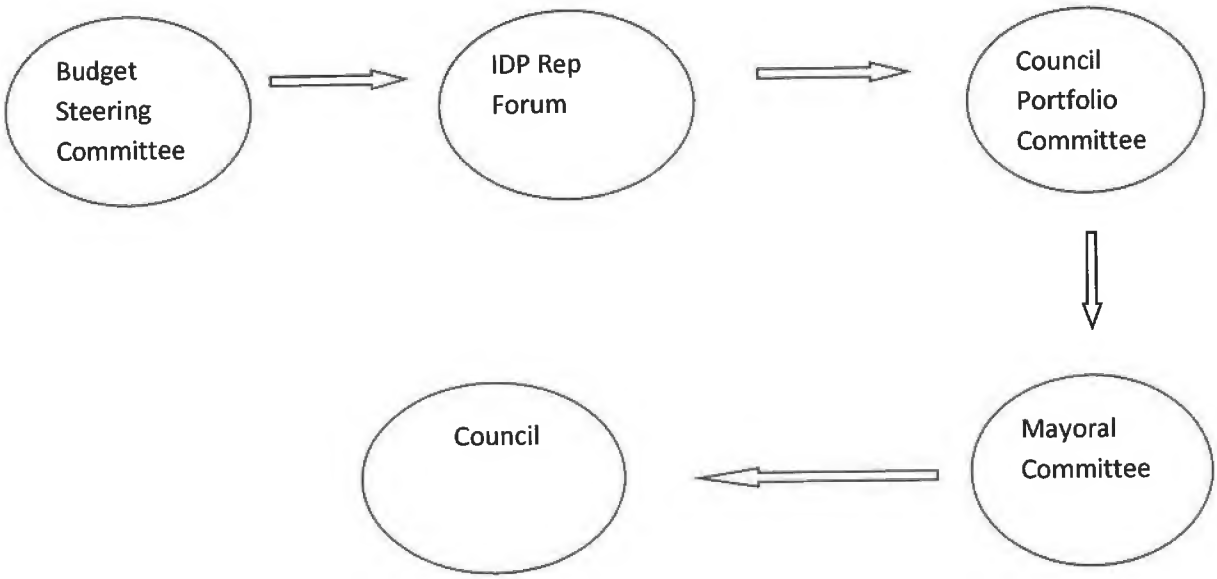
LDP prescribes that municipalities should achieve the following MTSF Outcomes for the IDP revision Process:

MUNICIPALITY	MTSF OUTCOME
All	Job creation, econ growth & poverty reduction, including informal sector
All	Institutional capacity building and improved municipal service delivery
All	Spatial planning, land use management and land protection
All	Constructive engagement of organised business and labour
All	Engagement of citizens in development
All	Tourism and meat clusters
Polokwane	Logistics Cluster
Molemole	Horticulture Cluster
Makhado	Horticulture, Forestry and Coal Cluster
Musina	Logistics and Diamond Mining Cluster
Tzaneen	Horticulture and Forestry Cluster
Greater Letaba	Horticulture and Forestry Cluster

Maruleng	Horticulture and Forestry Cluster
Ba-Phalaborwa	Copper and Magnetite Cluster
Greater Tubatse	Platinum and Chrome Cluster and SEZ
Elias Motsoaledi	Horticulture Cluster
Ephraim Mogale	Horticulture Cluster
Lephalale	Coal and Energy Cluster
Mokopane	Platinum Cluster
Thabazimbi	Platinum Cluster
Modimolle	Horticulture Cluster

5. Organizational structures for IDP/Budget process

There are various structures responsible to oversee the implementation of the process plan and management of the IDP/Budget process. The IDP/Budget is developed on administrative level by the Municipal Managers and Directors responsible for planning assisted by IDP managers of municipalities and officials of relevant sector departments from the province as well as relevant parastatals/state companies, and developed further by the Budget Steering Committee. The IDP Representative Forum is a combined structure of public consultation on IDP which comprises of representatives of different constituencies of communities and institutions. The SDM Council is the ultimate authority on the IDP - assisted by the Council portfolio committees and the Mayoral Committee.



The table below clarifies the roles of the IDP structures:

COMPOSITION	ROLES & RESPONSIBILITIES	FREQUENCY OF THE MEETINGS	VENUES	DEADLINE
A: Budget Steering Committee				
• Member of Mayoral Committee (MMC) responsible for finance (Chairperson)	• Advise on the IDP/Budget process, including the process plan	Quarterly	To be confirmed	To be confirmed

• MMC responsible for Planning and Economic Development Department • Two MMCs responsible for Infrastructure Department • Municipal Manager • Director: Corporate Services Department • Director: Infrastructure and Water Services Department • Director: Community Services Department • Director: Finance Department (CFO) • Director: Planning and Economic Development Department • Deputy Director: Communications • Chief Audit Executive • Chief Risk Officer • IDP Manager • Budget Manager	• Determine project prioritization model • Suggests projects to be funded • Determine the public participation models • Monitor the implementation of projects outlined in the IDP • Present the draft IDP/Budget to the Rep Forum • Present the draft IDP/Budget to Mayoral Committee and to Council for approval			
COMPOSITION	**ROLES & RESPONSIBILITIES**	**FREQUENCY OF THE MEETINGS**	**VENUES**	**DEADLINE**
B: IDP Rep Forum				
• Executive Mayor • Local Mayors • District and Local Councilors with responsibility on IDP and Budget • Municipal Manager and local municipal managers • District Directors and LMs Directors • Sector Departments and	▪ Coordinate planning across the District ▪ Share common understanding on development issues ▪ Facilitate horizontal alignment between and among municipalities, sector	- One meeting at analysis phase - One meeting on Draft IDP	To be confirmed	30 November 2018 and 30 April 2019

government parastatals • Traditional leaders • Mining representatives • Organized groups	departments; parastatals; mines; various communities • Provide support to one another when necessary			
COMPOSITION	**ROLES & RESPONSIBILITIES**	**FREQUENCY OF THE MEETINGS**	**VENUES**	**DEADLINE**
C. Mayoral Committee				
Members of Mayoral Committee	Recommend the approval of the IDP review to Council	To be confirmed	To be confirmed	Continual
D. Portfolio Committees				
Councillors	Recommend the approval of the IDP review to Council	To be confirmed	To be confirmed	Continual
E. Council				
Councillors	Adopt and approve the IDP	To be confirmed	To be confirmed	To be confirmed

6. Matters of alignment between the District and local municipalities

It is a common practice that assessment information on level of development in municipalities is obtained primarily from Statistics South Africa (Stats SA). This institution produces a standard data that is comparable across municipalities. However, municipalities also develop sector plans and conduct visits to their own wards which tend to produce variable data or data that is not produced by Stats SA, which implies that, the adjacent municipalities and the district may either have different data or no comparable data at all.

To address the above challenge, the matters listed below are identified as the priority ones that need deliberate alignment as they are often originally sourced from municipal wards by the respective local municipalities. Put differently, more matters should be aligned in addition to the ones listed below wherever possible.

6.1 Basic service delivery

Matter	Issues to align
Water	• Problem statement • Backlogs • Development challenges
Sanitation	• Problem statement • Backlogs • Development challenges
Electricity	• Problem statement • Backlogs • Development challenges
Housing	• Problem statement • Backlogs • Development challenges

6.2 Local Economic Development

Matter	Description
Unemployment rate	• Description • Problems statement • Development challenges
Economic strengths	• Description • Development challenge
Economic weaknesses	• Description • Development challenge
Economic opportunities	• Description • Development challenge
Economic threats	• Description • Development challenge

6.3 Formats of Public Consultation Programs on IDP/Budget

The public consultation program on IDP/Budget conducted by SDM in this financial year of 2019-2020, can take any of the formats below. This will be dictated by the circumstances prevailing during the period of consultation. Nevertheless, priority is placed on having a uniform data with regard to community needs and concerns raised by the residents of the wards during the meetings – whether the meetings are combined or separate. Effort shall be made by SDM to ensure alignment of data sourced from the ward meetings, to an extend that data in the IDP document of a particular Local Municipality is the same or congruent to data in the SDM IDP document.

Format	Advantages
Combined wards' meetings by each LM and SDM (more convenient)	• Communities are invited once for a meeting, instead of two times for separate meetings of LM and SDM • Combined resources of LMs and SDM, whereas separate presentations are still done

Individual ward meetings convened by either LM or SDM, where the other is invited/joins to make a presentation	• Communities are invited once for a meeting, instead of two times for separate meetings of LM and SDM • Combined resources of LMs and SDM, whereas separate presentations are still done
Separate consultation program by the SDM away from LM's consultation programs. Where possible, the LM is invited to also make a presentation.	• All ward committees for one municipality are transported to a single venue for SDM meeting, by contracted taxis specifically hired for this task. Two presentations can be done by the SDM and the local municipality respectively. However, the meetings tend to be shorter when there is only one presentation by the District.

In the past, SDM incurred more costs of transporting all ward committees of the LMs to venues, hiring public taxis with huge budget costs. This was a disadvantage, in addition to our communities likely to suffer 'participation fatigue' after they also attended meetings organized by their own LMs.

7. Mechanisms, processes and procedures for community participation

Community participation is a legislated requirement for development and review of a municipal IDP. Section 16 of the Municipal Systems Act, No. 32 of 2000, requires municipalities to develop a culture of municipal governance that complements formal representative government with system of participatory government, and must for this purpose encourage and create conditions for local community to participate in preparation, implementation and review of its Integrated Development Plan. It also requires municipalities to encourage and create conditions for the local community to participate in the affairs of the municipality.

The organizational structures as outlined above will form part of the methods of community participation in the IDP processes. In addition to these, community consultative meetings will also be held across the area of the District Municipality.

Public consultations are sometimes held in each half of the financial year – during analysis phase and after adoption of the draft IDP:

- ✓ First round documenting priority needs of communities. These are commonly done by the LM's visiting their own wards to record priority development needs raised by their local community, and the
- ✓ Second round focusing on presenting the Draft IDP/Budget to communities (required by legislation for all municipalities).

However, a specific schedule of the key deadlines to be followed in the IDP process of the next financial year is set in the following section. A schedule outlining the dates, time and venues of community consultative meetings will be developed and advertised in the in the regional and local newspapers before commencement of the meetings.

8. Schedule of key deadlines for IDP process towards 2020-2021 IDP review

The table below reflects key deadlines which will be followed to fulfill IDP/Budget process as per legislation.

Preparatory phase			
Action	**Responsibility**	**Legislative background**	**Deadline**
Publishing of approved Service Delivery and Budget Implementation Plan (SDBIP), as well as Performance Agreements (PAs) of Senior Managers	Office of the Municipal Manager	MFMA s 53	31 July 2019
Preparations and submission of Annual Financial Statements (AFS)	Budget and Treasury	MFMA s 122 Generally Recognised Accounting Practice (GRAP)	31 August 2019
Council adopts IDP Framework/Process Plan and budget time table for 2019/2020 IDP/budget review	Planning and Economic Development Department/Budget and Treasury	-Section 27(1) Act 32 of 2000 -Section 21(1) Act 56 of 2003	31 August 2019
Table a time schedule of key budget & IDP deadlines	Executive Mayor	MFMA s 21	31 August 2019
Public notice in the Local newspaper regarding the adoption of Framework/Process Plan	Planning and Economic Development Department	Section 21(1) (a) (b) and (c) Act 32 of 2000 Section 28 (3), Act 32 of 2000	20 September 2019
Sitting of the Budget Steering Committee: - to monitor implementation of budget and - assess Analysis Phase information in preparation for	Budget and Treasury	Section 4(1) Municipal Budgets and Reporting Regulations,2008	31 October 2019

IDP Representative Forum			
Analysis phase			
IDP Representative Forum meeting (to discuss Analysis Phase information)	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 November 2019
Situational analysis to assess the existing level of development (analysis phase chapter) of the SDM	Planning and Economic Development Department	Section 26 (b) of Act 32 of 2000	30 November 2019
Determination of revenue projections, proposed rates and service charges and draft budget allocations	Budget and Treasury	MFMA s 18	30 December 2019
Submit mid- year performance assessment to council	Budget and Treasury	MFMA s 72	25 January 2020
Submit mid- year performance assessment to AG,NT,PT and provincial department responsible for local government and Executive Mayor	Office of the Municipal Manager	MFMA s 72	25 January 2020
Strategy phase:			
Strategic Planning session	Planning and Economic Development	MSA s 25	28 February 2020
The objectives and strategies that will be used to tackle challenges of development are specified.	All internal departments of SDM, including the relevant departments from local municipalities	Section 26 (c and d) of Act 32 of 2000	28 February 2020
Table adjustment budget if necessary	Executive Mayor	MFMA s 28	28 February 2020
Project phase and Integration phase:			
Projects to implement the identified objectives and strategies are formulated, as well as finalization of Integration Phase	All internal departments of SDM, including the relevant departments from local municipalities	Section 26 of Act 32 of 2000	31 March 2020

Sitting of the Budget Steering Committee (to discuss Draft IDP/Budget for 2020-2021, prepare for public consultations and the IDP Rep Forum)	Budget and Treasury Office	Section 4(1) Municipal Budgets and Reporting Regulations,2008	31 March 2020
Draft IDP/Budget for 2020-2021 tabled before Council for noting (at least 90 days before start of financial year)	Planning and Economic Development/Budget and Treasury	MFMA Section 16(1) and (2), Section 14 (1) of Municipal Budgets and Reporting Regulations	31 March 2020
IDP Representative Forum meeting (to present Draft IDP for 2020-2021)	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 April 2020
Make budget available to Public, National Treasury, Provincial Treasury and other government departments	Budget and Treasury	MFMA s 22 (a) and (b)	11 April 2020
Public consultations final round (presenting Draft IDP/Budget)	Planning and Economic Development/Budget and Treasury/Office of the Speaker/Mayor	Section 16(1) (a), Section 28 (2) of Act 32 of 2000 and MFMA s 22 (a) and (b)	30 April 2020
Approval phase			
Council approves the IDP and Budget (and related policies) for 2020-2021	Planning and Economic Development/Budget and Treasury	Section 16 and 17 of Municipal Budgets and Reporting Regulations,2008	31 May 2020
Submission of approved IDP/Budget to MEC for Local Government, National and Provincial treasury and to local municipalities	Planning and Economic Development/Budget and Treasury Office/Municipal Manager	Section 32 of Act 32 of 2000	10 June 2020
Notice and summary of approved IDP/budget in local newspaper	Planning and Economic Development/Budget and Treasury	Section 25 (4); 21(1) (a) (b) and (c) Act 32 of 2000 Section 18(1) Municipal	14 June 2020

		Budgets and reporting regulations,2008	
Submit draft SDBIP within 14 days after approval of the budget to Executive Mayor	The Municipal Manager	MFMA s 53	14 June 2020
Approval of SDBIP and Performance agreements of senior managers- within 28 days after budget approval	The Executive Mayor	MFMA s 53	28 June 2020

9. Budget amount for IDP processes during 2019-2020 Financial Year

During the SDM budgeting processes for 2019-2020 financial year, an amount of R480 000 was set aside for IDP activities. Below is a breakdown of how the budget is intended for expenditure:

- Transport (for public consultations): R180 000
- Catering: R100 000
- Sound systems: R70 000
- Advertising: R20 000

Total: R370 000

10. Schedule of key deadlines for IDP Process Plan for 2019-2020 PROGRESS

The Table below reflects key deadlines which will be followed to fulfill IDP/Budget process as per legislation.

Preparatory phase				
Action	**Responsibility**	**Legislative background**	**Deadline**	**Progress**
Publishing of approved Service Delivery and Budget Implementation Plan (SDBIP), as well as Performance Agreements (PAs) of Senior Managers	Office of the Municipal Manager	MFMA s 53	31 July 2018	Done in July 2018
Preparations and submission of Annual Financial Statements (AFS)	Budget and Treasury	MFMA s 122 Generally Recognised Accounting Practice (GRAP)	31 August 2018	Done in August 2018
Council adopts IDP Framework/Process Plan and budget time table for 2019/2020 IDP/budget review	Planning and Economic Development Department/Budget and Treasury	-Section 27(1) Act 32 of 2000 -Section 21(1) Act 56 of 2003	31 August 2018	Done in July 2018
Table a time schedule of key budget & IDP deadlines	Executive Mayor	MFMA s 21	31 August 2018	Done in July 2018
Public notice in the Local newspaper regarding the adoption of Framework/Process Plan	Planning and Economic Development Department	Section 21(1) (a) (b) and (c) Act 32 of 2000 Section 28 (3), Act 32 of 2000	20 September 2018	Done in August 2018
Sitting of the Budget Steering Committee: - to review	Budget and Treasury	Section 4(1) Municipal Budgets and Reporting	31 October 2018	Not done

budget related policies and - assess Analysis Phase information in preparation for IDP Representative Forum		Regulations,2008		
Analysis phase				
IDP Representative Forum meeting (to discuss Analysis Phase information)	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 November 2018	Done in November 2018
Situational analysis to assess the existing level of development (analysis phase chapter) of the SDM	Planning and Economic Development Department	Section 26 (b) of Act 32 of 2000	30 November 2019	Done in December 2018
Determination of revenue projections, proposed rates and service charges and draft budget allocations	Budget and Treasury	MFMA s 18	30 December 2018	Not done
Submit mid- year performance assessment to council	Budget and Treasury	MFMA s 72	25 January 2019	Done in January 20219
Submit mid- year performance assessment to AG,NT,PT and provincial department responsible for local government and Executive Mayor	Office of the Municipal Manager	MFMA s 72	25 January 2019	Done in January 2019
Strategy phase:				
Strategic Planning session	Planning and Economic Development	MSA s 25	28 February 2019	Done in February 2019

The objectives and strategies that will be used to tackle challenges of development are specified.	All internal departments of SDM, including the relevant departments from local municipalities	Section 26 (c and d) of Act 32 of 2000	28 February 2019	Done in February 2029
Table adjustment budget if necessary	Executive Mayor	MFMA s 28	28 February 2019	Done in February 2019
Project phase and Integration phase:				
Projects to implement the identified objectives and strategies are formulated, as well as finalization of Integration Phase	All internal departments of SDM, including the relevant departments from local municipalities	Section 26 of Act 32 of 2000	31 March 2019	Done in March 2019
Sitting of the Budget Steering Committee (to discuss Draft IDP/Budget for 2019-2020, prepare for public consultations and the IDP Rep Forum)	Budget and Treasury Office	Section 4(1) Municipal Budgets and Reporting Regulations,2008	31 March 2019	Done in March 2019
Draft IDP/Budget for 2019/2020 tabled before Council for noting (at least 90 days before start of financial year)	Planning and Economic Development/Budget and Treasury	MFMA Section 16(1) and (2), Section 14 (1) of Municipal Budgets and Reporting Regulations	31 March 2019	Done in March 2019
IDP Representative Forum meeting (to present Draft IDP for 2018-2019)	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 April 2019	Done in April 2019
Make budget available to Public, National Treasury, Provincial Treasury and other government departments	Budget and Treasury	MFMA s 22 (a) and (b)	11 April 2019	Done in April 2019
Public consultations final round (presenting Draft IDP/Budget)	Planning and Economic Development/Budget and Treasury/Office of	Section 16(1) (a), Section 28 (2) of Act 32 of 2000	30 April 2019	Done in April 2019

	the Speaker/Mayor	and MFMA s 22 (a) and (b)		
Approval phase				
Council approves the IDP and Budget (and related policies) for 2019-2020	Planning and Economic Development/Budget and Treasury	Section 16 and 17 of Municipal Budgets and Reporting Regulations,2008	30 May 2019	Done in May 2019
Submission of approved IDP/Budget to MEC for Local Government, National and Provincial treasury and to local municipalities	Planning and Economic Development/Budget and Treasury Office/Municipal Manager	Section 32 of Act 32 of 2000	10 June 2019	Done in June 2019
Notice and summary of approved IDP/budget in local newspaper	Planning and Economic Development/Budget and Treasury	Section 25 (4); 21(1) (a) (b) and (c) Act 32 of 2000 Section 18(1) Municipal Budgets and reporting regulations,2008	14 June 2019	Done in June 2019
Submit draft SDBIP within 14 days after approval of the budget to Executive Mayor	The Municipal Manager	MFMA s 53	14 June 2019	Done in June 2019
Approval of SDBIP and Performance agreements of senior managers- within 28 days after budget approval	The Executive Mayor	MFMA s 53	28 July 2019	Done in July 2019

11. Reviewed Schedule of key deadlines accommodating the National Disaster on COVID 19

Item	Milestones	Time Frame	Responsibility	Other Stakeholders involved	Progress to Date
1.	Adoption of the District Profile by Council	4 February 2020	Acting MM	None	Done
2.	SDM Strategic Planning Session	5 & 6 February 2020	Acting MM	Different Sector Depts per invitation	Done
3.	Submission of draft Projects by all internal Depts to PED	17 February 2020	All Depts	None	Done
4.	Alignment of draft Projects with the budget	19 - 21 February 2020	BTO with ALL Depts	None	Done
5.	Consultation with Provincial Treasury and OTP	24 February 2020	PED & BTO	Provincial Treasury and OTP	Draft submitted to Coghsta and OTP
6.	Presentation of draft Budget/Projects to the Political IDP Steering Committee	26 February 2020	PED & BTO	None	Done on 12 March 2020
7.	Presentation of draft budget(BTO) &Projects to Portfolio Committees	12 & 13 March 2020	All Depts	None	Done
8.	Presentation of draft budget & District Development Plan (DDP) to Mayoral Committee	17 March 2020	PED	None	Done on 26 March 2020
9.	SODA	19 March 2020	AMM	Community members	Cancelled due to COVID 19

Item	Milestones	Time Frame	Responsibility	Other Stakeholders involved	Progress to Date
10.	Adoption of draft Budget & DDP by Council	26 March 2020	AMM	None	Done
11.	Public Participation on draft budget & DDP	1ST April – 30 April 2020	PED & Speaker s Office	Community members	Cancelled due to COVID 19
12.	Advertisement of draft DDP/Budget	2 April 2020	PED	None	Done on Sekhukhune Times Comments will be send to SDM until 22 May 2020
13.	Budget Technical Steering Committee Meeting	Acting CFO/AMM	19 May 2020	None	
14.	Presentation of draft DDP/Budget on the Radio by Executive Mayor and public comments to be received from the public during the session	19 May 2020	PED & Communications	None	Done
15.	Presentation of final Projects to the Political IDP Steering Committee	22 May 2020 (Morning)	PED & BTO		Done
16.	Incorporation of Public Comments in the DDP & alignment with Budget	22 May 2020	PED & BTO	None	Done
17.	Presentation of final budget(BTO) &Projects to Portfolio Committees	22 May 2020	All Depts	None	Done
18.	Presentation of final budget & District Development Plan	25 May 2020	PED/BTO	None	Done

Item	Milestones	Time Frame	Responsibility	Other Stakeholders involved	Progress to Date
	(DDP) to Mayoral Committee				
19.	Programming Committee considers the final DDP/Budget	26 May 2020	Speaker's Office	None	Done
20.	Adoption of final Budget & DDP by Council	28 May 2020 (At 11hoo)	AMM	None	Done